

NETWORK ANALYST – ASSOCIATE

Municipal Court

THE PURPOSE: The Network Analyst – Associate is responsible for the day-to-day administration and ongoing management of the Municipal Court's WAN (Wide Area Network). The Network Analyst will also serve as the primary programmer for the Municipal Court's case management computer system and will be responsible for the construction and ongoing development of the Municipal Court website.

ESSENTIAL FUNCTIONS:

- Manage the daily operation of network hardware and software to ensure optimum performance and interconnectivity between the Municipal Court and other agencies
- Perform programming within the Municipal Court's proprietary case information system (CATS) and participate in the ongoing development of the CATS system
- Assist in the development of the Municipal Court's website and implement technical enhancements to continuously improve the online functionality of the website
- Assist in the design and further development of the Municipal Court's Wide Area Network
- Assist in the selection of new hardware and software
- Install and configure network equipment
- Provide technical support to end users
- Provide technical training to end users
- Develop and document network, equipment, and activity standards
- Manage the reporting software, use software to produce reports from the CATS system
- Perform other job-related duties as assigned

NOTE: The Network Analyst - Associate must be available during non-standard business hours to address emergencies and to perform technical work.

MINIMUM REQUIREMENTS:

1. Three years of experience in local and wide area network installations, maintenance, repair, and related technical and software functions and concerns, including experience with Novell and/or Microsoft networks or other experience performing duties related to this position.
2. Associate's Degree in Information Management, Computer Science, Mathematics, Business Administration, or a closely related field from an accredited college or technical school.
3. Certified Novell Engineer (CNE) certification and one other job related certification, e.g. A+ certification
OR
Microsoft Certified Systems Engineer (MCSE) certification and one other job related certification.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS

- Programming experience

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- ◆ Knowledge of Novell Network operating systems
- ◆ Knowledge of Microsoft server operating systems
- ◆ Knowledge of network hardware
- ◆ Website development skills
- ◆ Training skills
- ◆ Analytical skills
- ◆ Documentation skills
- ◆ Interpersonal skills

THE CURRENT SALARY RANGE IS (598): **\$52,170 to \$63,366 annually .**